



**AMERICAN EMBASSY
MANILA**

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 2015 - 124

OPEN TO: All Interested Candidates / All Sources

POSITION: Administrative Assistant, LES-8

OPENING DATE: July 9, 2015

CLOSING DATE: July 24, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: ₱ 455,637.00 / annum (Starting salary); LES-8
(Funds availability limits this position to the Foreign Service
National local compensation plan)

**NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A)
MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE
ELIGIBLE FOR CONSIDERATION**

The U.S. Embassy in Manila is seeking an individual for the position of Administrative Assistant in the Foreign Commercial Service (FCS).

BASIC FUNCTION OF POSITION

This position serves as the Office Manager and primary administrative support staff for the activities of the Commercial Counselor and Commercial Attaché in the promotion of exports of goods and services from the U.S. The incumbents time is devoted to managing the administrative functions of the section i.e.: providing assistance to the Commercial Counselor/Commercial Attaché on matters pertaining to administrative management and personnel services functions as necessary for the efficient operation of the office; responsibility for effective liaison and coordination of work relationships between the Commercial Counselor/Commercial Attaché and CS staff as well as with Embassy organization units and departments, prioritizing Front Office needs and requests; providing direct assistance to the Commercial Counselor/Commercial Attaché in the development and implementation of policies and procedures necessary to provide administrative services essential to the office and it's programs. Serves as CS-Philippines Office Manager - Manages all

office calendars, the weekly service tracker, and the monthly events list. Responsible for constantly updating, adding, and modifying information taken from staff and Officers for these documents. Serves as Primary Administrative Support for SCO and CO - Provides clear, concise and timely communication to CS officers and staff. Requires reporting when tasks are completed for his/her follow-up with Officers or staff members. Manages the Officers T&A and the Locally Employed Staff (LES) payroll systems - Manage T&A for the Officers and local staff, ensuring that sick and annual leave, as well as officers home leave accrual, holidays, and post differential benefits, are correct and accurately entered into the system. Coordinates workload of the two Clerk/Chauffeurs - Ensures driver's schedules are complete and organized, and that there is coverage when necessary. Manages Office Databases - Responsible for all CS Philippine contacts in the Embassy Contact Database (ECD) including adding, editing and coding contacts; responsible for e-Country Clearance website (ECC).

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of a bachelor's degree in Social Science, Communication, Business, Accounting, or Public Administration is required.
2. Five years work experience involving high level secretarial/executive duties is required.
3. Very good working knowledge on the programs and projects of the U.S. Department of Commerce as well of those of other agencies; general background on Philippine history, culture, economy, political institutions and knowledge of commercial developments is required.
4. Level 4 (Fluent) Speaking/Reading/ English and Level 3 Tagalog (Good Working Knowledge) languages is required. English Language proficiency will be tested.
5. Knowledge of Microsoft Office suite, internet and software are required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold appropriate security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member ([DS-174](#)); **or**
2. A combination of both; i.e. Sections 1 - 24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B below for more information*); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. All Ordinarily Resident (OR) applicants must submit a copy of proof of their work and/or residency permits to be eligible for consideration (e.g. Alien Certificate of Registration, Immigrant Certificate of Registration).
6. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

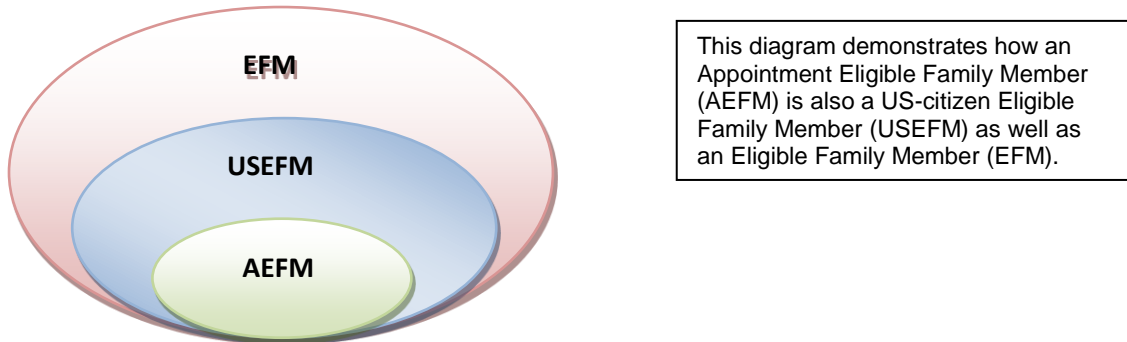
Human Resources Office
New Office Annex Building,
United States Embassy
1201 Roxas Blvd, Manila
Telephone: (632) 301-2000 ext. 4023
Fax: (632) 301-2399, **Attention: HR Office**
E-mail: HRManila@state.gov (Indicate Vacancy Announcement Number in the subject. Please send as Microsoft Word or Adobe PDF attachment)

CLOSING DATE FOR THIS POSITION: July 24, 2015

The US Mission in Manila provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A DEFINITIONS



1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity.

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** - An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** - A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. References

Approved:SHRO:Joe Bedessem
Cleared:FCS:James McCarthy
Cleared:FMC:James Hamilton
Drafted:HR:NCB/aac